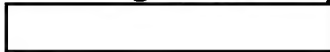



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Report for Week Ending 18 March 1959 from




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1. Contributions - Intangible

a. Clarified for  (Col. Grogan's office) instructions on the use of the Courier Receipt and Log Record. Also provided her with copies of authorizations for destroying courier and document receipts. She has receipts dating back to 1955.

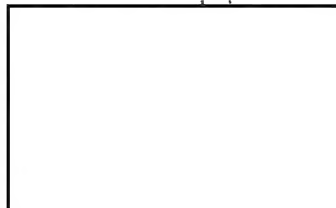
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b. Briefed  (O&M, DD/S) on the progressive development of the Records Management Staff and the present interrelationship of its branches. Also covered reports and correspondence management activity.

2. Assignments - Active

- a. Courier Receipt and Chain Envelope.
- b. Graphics Register Film Index.
- c. Overnight Storage Box - Selected one of the three boxes developed by TSS as the type to be produced. TSS will determine the feasibility of producing it in plastic.
- d. DD/P Records Management Training Program.
- e. Revision of Records Management Staff's Position Descriptions - Completed redrafting two "specialist/generalist" descriptions for Forms Management and Records Maintenance and Disposition.



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